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COMMUNICATIONS, SORTED.

Cisco 7942 User Guide

Telephone: 0800 988 2020

IP Solutions, Aldermans House,
34 - 37 Liverpool Street, London, EC2M 3UJ

Cisco 7942 IP Endpoint User Guide

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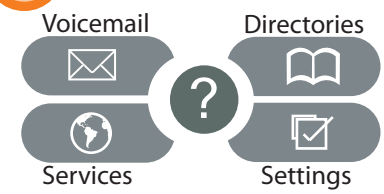

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Phone Basics	
Changing ring tones	Press the settings button ( ) then option 1 (1) > option 1 (1) > option 1 (1), then using the toggle button ( ) select the tone of your choice. Press the ***Select*** softkey and then ***Save*** softkey to save.
Setting the ring volume	With the handset in its cradle, press the volume bar ( ) up to increase, down to decrease, this will automaticly save.
Setting the speaker volume	Press the *speaker button* ( ) then press the volume bar ( ) up to increase, down to decrease, press the ***Save*** softkey to complete.
Setting the earpiece volume	Lift the handset then press the volume bar ( ) up to increase, down to decrease, press the ***Save*** softkey to complete.

Call Control	
Group pickup	To answer another phone that is part of your group, lift the handset and dial * 0 6 MNO
DC pickup	To answer another phone that is NOT part of your group, lift the handset and dial * 1 2 ABC then dial the extension number of the ringing phone.
Place a call on hold	Whilst on a call, press the ***Hold*** softkey, the caller will then be on hold, to retrieve the call, press the ***Resume*** softkey.
Call Waiting	Whilst on a call, you will be notified of the second caller by a beeping noise through the earpiece and the number will be displayed on the screen. To answer the waiting caller, press the ***Answer*** softkey, the first call will then be placed on hold. You can switch between the calls using the toggle button ( ), highlight the call required and press the ***Resume*** softkey to resume the call.
Transferring Calls	To transfer your call, press the ***More*** softkey, then the ***Trnsfer*** softkey, dial the extension number for internal transfer, or the full CLI to transfer to an external phone number. To complete the transfer, hang up the call. If you need to cancel the transfer and connect the call back to yourself, use the toggle button ( ), highlight the call and press ***Resume*** softkey.

Call Control cont.	
Call Forwarding	In order to forward all incoming calls another number, press the ***Forward*** softkey, enter the destination number then the ***Forward*** softkey to complete. To remove the forward, press ***Forward*** softkey and then the ***Forward*** softkey.

Call Conferencing	
Ad-Hoc Conferencing	With your first caller connected, press the ***More*** softkey then the ***Confrn*** softkey - this will place the first caller on hold. Dial the extension number or full CLI of the second caller. To connect all calls, press the ***More*** softkey then the ***Confrn*** softkey.

Voicemail	
Voicemail management	To access the portal, press the Voicemail button (✉) You can the **Record a greeting** by using option 5 (5 JKL)
Listening to your voicemails	When you have a voicemail, the voicemail indication light will turn red, to listen to your voicemails, press the Voicemail button (✉) and follow the instructions given through the handset.
Remote voicemail access	In order to access your voicemail from another phone; If it is an internal phone, you can lift the handset and dial 5 JKL 5 JKL 5 JKL then enter your extension number and password following the instructions given through the handset. To access from an external phone, dial your full CLI, wait for the voicemail promt, then press the star key and follow the instructions given.